

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
PO Box 7935
Madison WI 53707-7935

To: Food Stamp Handbook Holders

From: Joe Stafford, Director
Office of Nutrition Services and Program Integrity

RE: **FS Handbook Release 01-03**

DATE: July 1, 2001

EFFECTIVE DATE

Release and effective dates are on each page in the upper left-hand corner. The 1st is the release date, the 2nd is the effective date. In general, the release and effective dates are the same. The second line shows the release number.

Implement the instructions at application, review, and change, or, if you wish, earlier. The following policy additions or changes are effective 07/01/01, unless otherwise noted.

CHANGES

The following changes are in this release:

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| Green Sheet | The Division of Economic Support is now called the Division of Workforce Solutions. The Office of Food Stamps and Medical Assistance has been renamed the Office of Nutrition Services and Program Integrity. Joe Stafford is the new Office Director. |
| Unit Overview | References to AFDC were removed. The sections regarding categorical eligibility were updated to reflect current policy. |
| Work Participation Unit | A "No" answer to question 14 should take the reader to question 17 instead of question 16. This was corrected. |
| FS Group Unit | Workforce Attachment and Advancement (WAA) is added as a TANF funded program that confers categorical eligibility. Question 9 was updated to include WAA. |
| Vehicles Unit | Effective July 1, 2001 all vehicles are exempt from the Food Stamp Program asset test. |
| 4.6.0 | A "Gaining Citizenship" section was added to address procedures for when aliens become U.S. citizens. |
| 8.6.1.1 | A clarification was made for situations when a pending FSET sanction is cancelled before the sanction takes affect. |
| 11.3 | Vehicles are no longer counted as assets in the food stamp program (FSP). |

Old Policy: Under current FSP policy, verification of vehicle ownership and registration must be provided to eligibility workers at intake, review, and change. The worker evaluates the use of the vehicle and verifies its value. The vehicle is then determined to be exempt, subject to an excess fair market value test, and/or subject to an equity value test depending on its use.

New Policy: Effective July 1, 2001 all vehicles as identified in CARES table TMVT owned by any FS household member are exempt assets in the food stamp eligibility determination. Food stamp applications and reviews occurring on or after July 1, 2001 will not use vehicles as part of the asset eligibility test. Changes in vehicle ownership will no longer be required to be reported by FS recipients.

12.2.25 This section was updated to reflect new policy.

Old Policy: Child support paid to a coparent that resides with the non-custodial parent is counted as income.

New Policy: Child support paid to a coparent that resides with the non-custodial parent is **NOT** counted as income.

12.3.5.2 This subsection was added to explain a special type of military supplemental income. Families of military personnel who meet the gross income limit for FS are eligible to receive a special supplement from the military. It is counted as regular earned income, like other military pay.

15.3.6.1 A paragraph explaining the proration of shelter and utility expenses was re-written to be more clear. The policy was not changed.

15.8.0 A new section on QC Sanctions was added to the Deeming and Ineligible Persons appendix. This policy is not new but was only reflected in the Sanctions Unit of the Logic Flow section. Recipients that refuse to participate in QC reviews cause the Food Unit to be sanctioned from FS.

16.5.0 This section was updated to reflect new policy.

Old Policy: Child support paid to a coparent that resides with the non-custodial parent can be budgeted as an expense.

New Policy: Child support paid to a coparent that resides with the non-custodial parent can **NOT** be budgeted as an expense.

16.7.0 Shelter and utility surcharges such as pet expenses, extra garage rentals, or air conditioning surcharges are not budgetable deductions.

16.8.0 The Telephone Standard was added the list of standards. This was inadvertently left out.

16.8.1, 16.8.2 The Heating and Cooling Standard Utility Allowance (HCSUA) policy that was added in the last handbook release effective April 1, 2001 is being changed. This policy is too difficult to verify and is error prone.

Old Policy: Any FS assistance group that receives LIHEAP or heating or cooling costs may choose the full HCSUA standard worth \$201.

New Policy: Only FS assistance groups that receive heating costs or LIHEAP may choose the full Heat Standard, now called the Heating Standard Utility Allowance (HSUA). This is the same policy as before April 1, 2001.

16.8.3.1 This section was updated to reflect new policy.

Old Policy: Unverified expenses that would decrease the benefits should be budgeted.

New Policy: Unverified expenses should not be budgeted, regardless of the effect on the FS benefit. Budget \$0 expenses when they are not verified.

16.8.18

This section was updated to reflect new policy.

Old Policy: Do not average water or sewer bills.

New Policy: Do average water or sewer bills over the time period the bill(s) cover(s).

19.1

The Drug Felon section was rewritten to give detailed policy and procedure.

22.2.3.1

The overpayment section was clarified to indicate that when calculating an overpayment, use actual deductions for the overpayment month(s).

MAINTENANCE

1. Remove the FS Handbook Introduction Unit Overview pages 1-2 and replace with the new pages 1-2.
2. Remove the Work Participation Unit pages 4-5 and replace with the new pages 4-5.
3. Remove the FS Group Unit page 3 and replace with the new page 3.
4. Remove the Vehicles Unit pages 1-5. Keep the tab marked "vehicles" for possible future changes.
5. Remove the Appendix Table of Contents pages 5-14 and replace with the new pages 5-13.
6. Remove Appendix 4 page 9 and replace with the new page 9.
7. Remove Appendix 8 pages 3-4, 9-10 and replace with the new pages 3-4, 9-10.
8. Remove Appendix 11 pages 5-18 and replace with pages 5-14.
9. Remove Appendix 12 pages 13-14, 21-24 and replace with the new pages 13-14, 21-24.
10. Remove Appendix 15 pages 5-8 and replace with the new pages 5-9.
11. Remove Appendix 16 pages 9-21 and replace with the new pages 9-21.
12. Remove Appendix 19 page 1 and replace with the new pages 1-2.
13. Remove Appendix 22 pages 7-8 and replace with the new pages 7-8.